



# Office of the City Clerk

## Weekly Report – for Week Ending November 6, 2015

### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

#### 2016 Neighborhood Council Election

Meetings continue with EmpowerLA and Everyone Counts to prepare for the 2016 NC Elections. They included working meetings on the hiring of Independent Election Administrators, who will be seated in Space 375 at Piper Technical Center, conducting Logic and Accuracy tests, and development of the Voter Registration web module and Vote by Mail registration module.

Development of the NC Candidate processing web application continued. Audit trail indicators were added to the candidate records for tracking changes and updates. The Candidate registration application is being updated and synchronized in real-time with the back end database for instant processing.

**Election Task Force 2020** - The first set of breakout meetings were held with the L.A. County Registrar's Office with focused discussions on key topic areas related to the transition of the administration of City 2020 election to the County. Additional meetings will be scheduled.

#### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	9/5
Number of Notices/Publications	0/24
Number of Contracts Attested	72
Number of Council Files Created	82
Number of Claims Received	128
Number of Referrals	39
Number of Council Meetings	0
Number of Committee Meetings	0

**City Council Recess** - The City Council is in recess this week for the League of Cities conference.

**Clean Streets Initiatives Working Group** - The Bureau of Sanitation will develop a plan for increasing the number of City-owned trash receptacles by 1,250 each year for the next 3 fiscal years. Emphasis was placed on developing a map to indicate the locations of City-owned trash receptacles and sharing this information with the Business Improvement Districts.

**Minimum Wage Question and Answer Session** - Staff participated with the City Attorney and Bureau of Contract Administration to provide a Minimum Wage Question and Answer Session for businesses within BIDs.

**Open Data for Government** - Staff attended the Open Data for Government Workshop in Santa Monica.

**Records Storage RFP** - A request for additional information has been received from one of the non-selected vendors.

**Historical Archives Research** - A researcher investigated the history of the City's sign ordinances.

**Committee Meetings Closed Captioning (ADA Compliance)** - Staff is working with the vendor Granicus and TelePerformance to implement Live audio captioning for sixteen committee meetings. This will be consistent with the Council meeting closed captioning that is now available for the general public. The script will be available in text format and will be available for download when complete.

### TOP ITEMS

- **Election Task Force 2020 Meetings**
- **Closed Captioning for Committee Meetings (ADA Compliance)**
- **City Council in Recess**
- **Neighborhood Council Elections Preparation and Systems Development**
- **Records Storage RFP Protests and Responses Continue**



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**Fiscal/General City Purposes** - Staff completed a draft of the FY 16/17 Proposed Budget for management review; completed work on CAP 39; completed the City Clerk Monthly Expenditure Report; and submitted the monthly Financial Status Report to the CAO. Forty-four (44) GCP allocation requests were reviewed; 15 invoices approved for payment; 2 new contracts drafted and 1 executed.

**Personnel** - Staff continued working with LAPD, City Attorney and Council Offices to schedule Mandatory Workplace Violence Prevention Training; conducted training for 3 Divisions on the use of the new electronic time off request form; and worked with the CAO and CLA to reconcile several salary issues in the City PaySr system.

## ISSUES

None to report.

## UPCOMING. . . .

None to report.